

**NORTH GREECE FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
1766 Latta Road Station #2
4/26/16**

PRESENT: Chairman L. Andreano, Commissioners J. Camiolo, Alan DeCarlo, J. Meath, M. Dallessandro; Chief Patrick Meyers, Dist. Assistant Chief G. Dorgan, Treasurer W. Bedford, Secretary Kari Dutton, HR T. Gretzinger, Deputy Treas. K. Preston Deputy, Chief P. McManus

ABSENT:

PUBLIC: Dept. BOD Bob Wegner

Chairman L. Andreano called the regular meeting to order at 5:00 p.m. and noted the fire exits. The opening of the meeting was followed by the Pledge of Allegiance and a moment of silence.

PUBLIC TOPICS

- Deputy Treasurer/Past Commissioner K. Preston thanked the board for the gift from the board for his years of service.

MOTION BY Commissioner J. Camilo, 2nd by Commissioner A. DeCarlo, To resolve to approve payment of voucher no. 2191 totaling \$594.34 as submitted on 4/26/16 by Treasurer Bedford for post audit.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To resolve to approve payment of voucher nos. 2192-2227 totaling \$49,525.17 as submitted by Treasurer Bedford and audited by the Board of Fire Commissioners on 4/26/16.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

- There was a discussion regarding adding the photographic module for Red Alert to our package. This would allow us to attach .pdf's and other documents or pictures to the incident. It would cost \$2,475. We thought it was in our original package but it was not in the correct format. AC Dorgan spoke with them at FDIC and told them we weren't as happy as we hoped to be. What we realized is that it wasn't as bad as we thought, they just hadn't been communicating with us well. He will now be receiving the emails so questions can be asked and the board will be informed.
- We are giving ECD access to the North Greece Data for accountability. This will help with communication in the field. It would be nice to tie in Lake Shore, Barnard and GVA so that we all have access to each other's information in the field. We should charge them for the service since they would be under our license. The 911 call center information would be read only. Barnard would be able to update their commercial cards from the field. Andy will be having updates go into a spreadsheet which would be updated in their system. There were questions about whether or not these updates could be live that way there would be no wait time.
- We need to pay the pager bill we currently have. Lt. Carter looked at it. We will reduce the pagers down to about 20. There is a cost to turn new ones on so we will keep a few extras to cover that.

Scheduled Topics:

- Commissioner Dallessandro reminded board member that all of us have a moment when we are passionate about a topic or respond to an email in a pert fashion. We can't obtain long term change and communication unless we model it at the commissioner level.
- Three areas of feedback from the March 29th focus group were discussed and are appended to these minutes.
 - Concern has been voiced that nothing would be done with the information gleaned at that meeting.
 - Positives:

- We should consider similar formats in the future.
- Training is growing and needs to grow more. We found at FDIC that we are on the right track. Most programs are expanding.
- We need to integrate this process into the strategic plan a few at a time.
- Challenges:
 - Fiscal
 - The culture hasn't evolved as it should have with the transition from volunteer, to combination, to mostly career due to a lack of development. There is a perception of no common ground. Leadership needs to foster the culture that is desired. A common language of respect and value needs to be clear. Consideration for all will go far to build the culture.
 - Internal growth and response: some felt that we may be stretched thin at times. This would be good to address at a future joint meeting. We are not doing well at projecting calls for service. With the many assisted living facilities being added our infrastructure is taxed without the tax revenue increase.
 - Volunteer utilization has transitioned over the years. Enhancement ideas should be a priority. Response to calls should be the focus (increasing response and encouraging response). This should be discussed at a future date. It was felt that the bigger issue is the response from home model, yet it is imperative that we still have it. Duty crew rules and the morale of the volunteer were discussed. This should be reviewed again.

(Commissioner Joe Meath arrived at this time)

- It was asked if there is a way to have certain calls that only volunteers can take to help with getting their calls in. This was tried about 10 years ago. Also it could be a problem if people were to know that paid people were not responding and they had to wait for the volunteers. It is important to keep working on this and communicating that we are working on it.
- Being a part of a fire house and a group can really help with morale per Commissioner Dallessandro's experience.
- Homeruns were read through.

(5 minute break)

- The discussion regarding Red Alert was continued since Comm. Meath arrived and it falls under his budget category. A cost of \$2,475 for storing data locally seems too high. Commissioner Meath will contact Chris Dewey to see if he can get a better price.
- Subbing out our license to the other agencies should be investigated with the commissioners and the chief's office. There needs to be a cost for other agencies access to the software. This will be further explored with the stakeholders regarding recurring costs.

Project plan 1: Dispatch office closing and moving to the 911 Call Center

- We are more than halfway through the ECD ride along. They are getting a visual view of the district and seeing the major buildings.
- A discussion was held on what we will communicate externally. It was decided that Commissioner Meath will start the process for a press release or article.
- The Dispatch office will close Wednesday, June 1st at 7 a.m.
 - A closing ceremony will be discussed at the next meeting.
- Transfer notification has been sent registered mail to all dispatchers. This letter states that the dispatch office will be closed. There was discussion of sending letter with details of the closing and informing them of no severance package.
- The Treasurer should send a new voucher for the 2 months of the 2nd quarter that are unpaid for dispatching as a 2nd notice.

- AC Dorgan presented a review of action items for moving dispatch to ECD/911 Call Center:
 - All items on the list should be wrapped up by the May 24th meeting.
 - The new phones have been installed other than the outside phones. Boxes for these phones which will be exposed to the weather have not been installed yet. Anyone picking up exterior phones will be able to dial 0 to get the firehouse or 911 to get downtown. They will be ready by June 1st.
 - Schools and other alarms that come in to our dispatch office will all be sent to ECD by next week.
 - MDT's are in process.
 - Fire Station alarms will be switched to ECD.
 - Our camera system is an ongoing problem that needs updating but will not affect changeover.
 - School elevator phones and alarms will be transferred as soon as they can be ready.
 - There is no way for ECD to communicate with the fire police. They will need to be able to get channel 4. Radios need to be reprogrammed if they have not been already.
 - We have used Active 911, Bryx, and I am Responding in the past. We are going to be trying a free 60 day trial of I Am Responding again which now has mapping. ECD already uses it and they are familiar with it. The Fire Police will be able to put themselves in route through that. ECD will be able to see that and we will be allowed to recall the career guys through it. It would be best to switch to what they use for a smoother transition. We should program fire police into the scanners in the command vehicles. ECD can put out the fire police tone but not the channel.
 - Station alerting is a possibility for the future.
 - Knox boxes are all set.
 - Alpha paging and group paging can be accessed through the data site.
 - Tracking apparatus on assignment will come later.
 - The fax machine in communications will be shut down.
 - Joe Lissow is working on a NIFRS cheat sheet.
 - Calls from ECD to the duty officer will be sent to one phone number. Each day when the duty officer arrives it will be his first duty to change the call forwarding to his cell phone number.
 - Incident reporting will be done by the officers.
 - Accountability will not change other than the Duty Officer will put it on the data site.
 - We own extra transmitters at stations 1 and 3 and at Ridgemont Country Club to boost channels 4 and 50. We should transfer ownership to the county so that they can maintain them. It would also help Ridge Road. AC Dorgan will follow up on their interest. This would benefit us for at least the next 3 years. The earliest the county will get anything started with the new radio system would be 3 years. They have put antennae on station 1 and 3 for the MDT's. If they don't take it over we would have to be on a mobile radio for them to hear us in the certain areas like Elm Ridge Plaza.
 - AC Dorgan would like to use Todd Smith after FLIPS to help with this.
 - Any testing should be done by the school district with West Fire.
 - The Auxiliary and other groups can be paged if they are set up in a group. Downtown will be able to page through the data site. The procedure is that the person in command would call them and ask them to page the group. They only have 2 or 3 pagers and then a phone tree. This procedure needs to be communicated to them.
 - There is an app that is helping some groups communicate with other groups.
 - We will need copies of keys for fueling.
 - Capt. Kevin Battaglia and AC dorgan are helping train the ECD dispatchers on two dates in May.
 - NIFRS QA Reporting is still in process.
 - Tracking problems with ECD still needs consideration
 - Commercial card updates: A field for changes will be entered into the commercial card and will go into a change bank that ECD will be able to access and change their

contacts in CAD. There will be redundancy at least in the building contacts so they will have their own information if our server is down.

- FIT testing and N95 testing still needs to be figured out.
- It was asked if information would be able to be shared on a cloud level and be accessible in real time to eliminate some of this redundancy. IT A. Hinds has linked an address in Red Alert in the commercial card. When you scroll in Red Alert it brings up floor plans and other information that has been collected.
- There will several procedures written and updated to bring to the May meeting regarding several of the areas discussed.
- A MOU is needed with the officers for who to “call in” sick to.
- SOU procedures need to be modified to the county based concept.
- There is still a need to work out who will be responsible to greet guests here at station 2.
- For dispatchers that transfer to ECD their sick time and seniority transfers with them.
- The Warn act does not apply to us. We do not need to make further notifications to those being laid off.
- There is a May 24th deadline for items 61-69.
- There will be no severance package other than holiday and vacation pay due.
- Rosters have been sent to ECD.
- COBRA paperwork will be sent when we are closer to the deadline. Bene-care takes care of all of this.
- Life insurance will need to be termed or payments taken over by the employee.
- Civil Service paperwork to be completed after the date the office closes.

Project plan 2: Proposed laborer positions: tracking volunteer activity is the biggest concern if we didn't have a laborer position. Possibilities were discussed on who could handle this activity including the department secretary entering attendance at calls and the training lt. to enter training hours.

- We will need to get one person trained on each group and they will train others to do Fit Testing. Volunteer officers would get cross trained.
- We are not sure how to handle tracking problems with ECD at this time. The duty officer should call down to ECD and get the process going. We need to document problems on our end.
- Upon meeting with the firefighters local and officers unions they have expressed concerns over the laborer positions and are not embracing the concept.

2016.3000.9.04.26

MOTION BY Commissioner L. Andreano, 2nd by Commissioner J. Meath, To rescind motion

2016.3000.6.04.12. The board has decided that they are not going to create or fill those full time laborer positions.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-yes, J. Camiolo-yes Carried

- The HR office will communicate this information to the dispatch office immediately.

Break from 8:35-8:50

Project plan 3: Paid Chief

- On behalf of the department Bob Wegner was asked about the department bylaws and whether having a paid chief would affect them. The Chief is not currently very interwoven in the bylaws. The position would have to be written out of election procedures. By laws are strictly the business sides of the department. Chief Meyers as current chief of the department suggests we have 2 volunteer chiefs and 2 paid chiefs. Most mentions are of the chiefs office which wouldn't be affected.
- Part of the problem is that in the 2009 revision made with the civil service commission we had to get qualifications for a paid chief changed to allow for there to be a volunteer experience as criteria to be considered. They had not wanted to allow this but wanted a paid captain to move

to deputy chief to paid chief. There was a hierarchy of command that was discussed at the public hearing.

- Bob Wegner asked for consideration as we move forward with the paid chief to put 2 volunteers on the committee.
- Commissioner Camiolo voiced concerns if we were still going to be able to run fires with 2 different types of command but we are currently doing that now with no problems.

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, To move to executive session per article (f) of the open meetings law to discuss hiring/firing at 9:01 pm.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-yes, J. Camiolo-yes Carried

- The BOFC directed HR to request the Fire Chief List and to canvass that list immediately.

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner L. Andreano, To resolve to adjourn the regular meeting at 10:05 p.m.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-yes, J. Camiolo-yes Carried

Respectfully submitted,

Kari Dutton, Secretary
Board of Fire Commissioners
North Greece Fire District